

**2005 Strategic Business Plan - Review Criteria**

This Strategic Business Plan Review Criteria has been developed to allow OMB and agency personnel to perform a structured assessment of an Agency's/Department's Strategic Business Plan (SBP). Additional guidance and information regarding each element of the SBP is provided in the "Managing for Results Guide to Strategic Business Plan Development" and the "Quick Guide to Strategic Business Plan Development" documents.

**Agency:**

**Reviewer:**

**Date:**

**Comments:**

## **2005 Strategic Business Plan - Review Criteria**

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### Business Environment Review

☐ YES ☐ NO

Does each Strategic Issue identify a factor or trend that will prevail or emerge over the next 2 to 5 years?

**Comments:**

☐ YES ☐ NO

Are key Community Indicators that drive program/service demand identified in the strategic business plan?

**Comments:**

☐ YES ☐ NO

Are factors and trends identified based on verifiable data and analysis and/or the sound professional judgment of staff?

**Comments:**

### Strategic Results Review

☐ YES ☐ NO

Does each Strategic Result express how the agency/department intends to respond to major issues and trends in a proactive manner?

**Comments:**

☐ YES ☐ NO

Is the Strategic Result measurable (directly or indirectly)?

**Comments:**

☐ YES ☐ NO

Is the Strategic Result reasonably achieved through one or more Programs and/or Lines of Business?

**Comments:**

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Mission Review		
<input type="checkbox"/> YES <input type="checkbox"/> NO	Does the mission communicate effectively and clearly the purpose and scope of the Agency/Department? <b>Comments:</b>	
<input type="checkbox"/> YES <input type="checkbox"/> NO	Does the mission clearly describe the type of service the Agency/Department provides to their customers? <b>Comments:</b>	
<input type="checkbox"/> YES <input type="checkbox"/> NO	Does the mission clearly identify the Agency's Department's primary customers? <b>Comments:</b>	
<input type="checkbox"/> YES <input type="checkbox"/> NO	Does the mission clearly state the results or benefits the customer receives? <b>Comments:</b>	
Structural Review		
<input type="checkbox"/> YES <input type="checkbox"/> NO	The SBP has lines of business and programs that are adequate to fully monitor agency/department operations? <b>Comments:</b>	

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Program Review	
<input type="checkbox"/> YES <input type="checkbox"/> NO	Does accomplishing each program purpose statement help the agency/ department accomplish its mission? <b>Comments:</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Does each program purpose statement identify individual program services? <b>Comments:</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Does each program purpose statement identify the program's customer(s)? <b>Comments:</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Does each program purpose statement identify the measurable benefits derived by customers as a result of receiving the program's services? <b>Comments:</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO	It is reasonable and plausible that the benefits identified in each program propose statement are valued by customers, stakeholders and/or the community? <b>Comments:</b>
Primary Demand Measures Review	
<input type="checkbox"/> YES <input type="checkbox"/> NO	The primary demand measure for each program gauges the total amount of service requested/required/needed? <b>Comments:</b>

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### Primary Output Measures Review

☐ YES ☐ NO

The primary output measure for each program gauges the amount of demand that is satisfied?

**Comments:**

☐ YES ☐ NO

The primary output measure for each programs the identical unit of measure as the primary demand measure?

**Comments:**

### Primary Result Measures Review

☐ YES ☐ NO

The primary result measure for each program reflects the percent of primary output that achieves a program's purpose statement?

**Comments:**

☐ YES ☐ NO

In each program, the primary result measure is not primary output divided by primary demand?

**Comments:**

### Secondary Performance Measure Review

☐ YES ☐ NO

Are additional performance measures needed to tell a program's story?

**Comments:**

☐ YES ☐ NO

In each program, the primary measures do not need to be disaggregated further to facilitate better management at the operational level?

**Comments:**

### General Format Guidelines

☐ YES ☐ NO

SBP meets general submission criteria (submitted by deadline, correct margins, etc.) as documented in the 2005 SBP Instruction Checklist?

**Comments:**